

PARALEGAL TECHNOLOGY DEGREE (A25380)

The Paralegal Technology curriculum prepares individuals to work under the supervision of attorneys by performing routine legal tasks and assisting with substantive legal work. A paralegal/legal assistant may not practice law, give legal advice, or represent clients in a court of law.

Course work includes substantive and procedural legal knowledge in the areas of civil litigation, legal research and writing, real estate, family law, wills, estates, trusts, and commercial law. Required courses also include subjects such as English, mathematics, and computer utilization.

Graduates are trained to assist attorneys in probate work, investigations, public records search, drafting and filing legal documents, research, and office management. Employment opportunities are available in private law firms, governmental agencies, banks, insurance agencies, and other business organizations.

COURSE & HOUR REQUIREMENTS

Course Number & Name	Class Hours	Lab Hours	Credit Hours
FALL SEMESTER			
ACA 111 College Student Success	1	0	1
*ENG 111 Writing and Inquiry	3	0	3
LEX 110 Intro to Paralegal Study	2	0	2
LEX 150 Commercial Law I	2	2	3
LEX 250 Wills, Estates & Trusts	2	2	3
LEX 270 Law Office Management/Technology	1	2	2
Total	11	6	14
SPRING SEMESTER			
LEX 120 Legal Research/Writing I	2	2	3
LEX 140 Civil Litigation I	3	0	3
LEX 160 Criminal Law and Procedure	2	2	3
*MAT 143 Quantitative Literacy	2	2	3
**Major Elective	1/3	2/0	2/3
Total	10/12	6/8	14/15
SUMMER SEMESTER			
CIS 110 Introduction to Computers	2	2	3
*COM 231 Public Speaking OR *ENG 114 Prof. Research and Reporting	3	0	3
*Humanities/Fine Arts Elective	3	0	3
*Social/Behavioral Science Elective	3	0	3
Total	11	2	12
FALL SEMESTER			
ACC 120 Principles of Financial Accounting	3	2	4
LEX 121 Legal Research/Writing II	2	2	3
LEX 210 Real Property I	3	0	3
LEX 214 Investigat. & Trial Prep	1	4	3
WBL 111 Work-Based Learning I	0	10	1
Total	9	18	14
SPRING SEMESTER			
LEX 130 Civil Injuries	3	0	3
LEX 170 Administrative Law	2	0	2
LEX 211 Real Property II	1	4	3
LEX 240 Family Law	3	0	3
LEX 260 Bankruptcy & Collections	3	0	3
LEX 280 Ethics & Professionalism	2	0	2
Total	14	4	16
TOTAL SEMESTER CREDIT HOURS FOR DEGREE			70/71

*This course is a component of the general education requirements needed for graduation.

NOTE: Students are required to take ACA 111 in their first semester.

NOTE: This program has been designated by the North Carolina State Bar Board of Paralegal Certification as a "qualified paralegal studies program". Graduates of this program may apply to sit for the certification examination offered by the North Carolina State Bar Board of Paralegal Certification to become a NC Certified Paralegal.

NOTE: See [Criminal Record Considerations](#) in Admissions section of the catalog.

PARALEGAL TECHNOLOGY DEGREE REQUIREMENTS – CONTINUED

Course Number & Name	Class Hours	Lab Hours	Credit Hours
** MAJOR ELECTIVES “Choose a minimum of two (2) hours:”			
BUS 115 Bus. Law I	3	0	3
BUS 260 Business Communication	3	0	3
CJC 214 Victimology	3	0	3
CJC 231 Constitution Law	3	0	3
OST 131 Keyboarding	1	2	2
OST 134 Text Entry and Formatting	2	2	3
OST 136 Word Processing	2	2	3
OST 149 Medical Legal Issues	3	0	3
OST 164 Office Editing	3	0	3
SPA 120 Spanish for the Workplace	3	0	3
** HUMANITIES/FINE ARTS Choose three (3) semester hours from the following:			
ART 111 Art Appreciation	3	0	3
PHI-210 History of Philosophy	3	0	3
HUM 115 Critical Thinking	3	0	3
MUS 110 Music Appreciation	3	0	3
REL 110 World Religions	3	0	3
**SOCIAL/BEHAVIORAL SCIENCES Choose three (3) semester hours from the following:			
HIS 121 Western Civilization I	3	0	3
HIS 122 Western Civilization II	3	0	3
HIS 131 American History I	3	0	3
HIS 132 American History II	3	0	3
HIS 221 African American History	3	0	3
PSY 150 General Psychology	3	0	3
PSY 281 Abnormal Psychology	3	0	3
SOC 210 Introduction to Sociology	3	0	3

PARALEGAL TECHNOLOGY DIPLOMA (D25380)

COURSE & HOUR REQUIREMENTS

Course Number & Name	Class Hours	Lab Hours	Credit Hours
FALL SEMESTER			
ACA 111 College Student Success	1	0	1
LEX 110 Intro to Paralegal Study	2	0	2
LEX 150 Commercial Law I	2	2	3
LEX 250 Wills, Estates & Trusts	2	2	3
LEX 270 Law Office Mgmt./Technology	1	2	2
OST 131 Keyboarding	1	2	2
OST 164 Office Editing	3	0	3
Total	12	8	16
SPRING SEMESTER			
LEX 120 Legal Research/Writing I	2	2	3
LEX 140 Civil Litigation I	3	0	3
LEX 160 Criminal Law and Procedure	2	2	3
OST 134 Text Entry and Formatting	2	2	3
Total	9	6	12
SUMMER SEMESTER			
CIS 110 Introduction to Computers	2	2	3
*ENG 111 Writing and Inquiry	3	0	3
*PSY 150 General Psychology	3	0	3
Total	8	2	9
TOTAL SEMESTER CREDIT HOURS FOR DIPLOMA			37

*This course is a component of the general education requirements needed for graduation.

NOTE: Students are required to take ACA 111 in their first semester.

PARALEGAL CERTIFICATE (C25380)
COURSE & HOUR REQUIREMENTS

Class Title	Class Hours	Lab Hours	Credit Hours
LEX 110 Intro to Paralegal Study	2	0	2
LEX 150 Commercial Law I	2	2	3
LEX 210 Real Property I	3	0	3
LEX 270 Law Office Management/Technology	1	2	2
LEX 120 Legal Research/Writing I	2	2	3
LEX 140 Civil Litigation I	3	0	3
LEX 280 Ethics & Professionalism	2	0	2
TOTAL SEMESTER CREDIT HOURS FOR CERTIFICATE	15	6	18

NOTE: This certificate has been designated by the North Carolina State Bar Board of Paralegal Certification as a “qualified paralegal studies program”. Students who earn a certificate from a qualified paralegal studies program and an associate’s or bachelor’s degree in any discipline from an accredited college or university may apply to sit for the certification examination offered by the North Carolina State Bar Board of Paralegal Certification to become an NC Certified Paralegal.